

# Federation Officer Duties

## GENERAL RESPONSIBILITIES

- Promote the aims and objectives of NARFE;
- Become familiar with the National Bylaws (FH-4) and the federation constitution and bylaws;
- Initiate and help organize new chapters wherever needed (see page 16), and help each new chapter become an effective and independent operating group;
- Serve as liaison in helping National Headquarters and Regional Vice Presidents identify, analyze and resolve chapter problems;
- Revive and strengthen faltering or inactive chapters, and help all chapters solicit new members;
- Attend federation meetings and conventions, and district and chapter meetings in accordance with federation bylaws;
- Implement the policies and programs of the National Executive Board as administered by National Headquarters and Regional Vice Presidents.



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